

Information Sheet

Fogarty International Center

REQUEST FOR VISA/PASSPORT PROCESSING

This form is for FIC use only. This form will be used to advise us to what service you are requesting, when you depart on your trip. Please include this form with your passport and/or visa application and other required documents. **Please Note - This is a transmittal form. This is NOT your visa application.**

FULL NAME OF APPLICANT:

TITLE:

GRADE OR CO LEVEL:

INSTITUTE (WRITE OUT):

SERVICE REQUESTED: (Check applicable items)

PASSPORT: (If you already have an official passport and only need a visa skip this portion)

___New Issuance of Official Passport

___Renewal of Official Passport

___Passport Amendment for Official passport

___Additional Passport Pages for Official Passport

VISA: (LIST THE COUNTRIES THAT YOU WILL NEED A VISA FOR)

1. _____ 3. _____

2. _____ 4. _____

Destinations:

Main: CITY(S) WHERE OFFICIAL BUSINESS IS TAKING PLACE.

Date Departing US: Please put the date of your departure, or the date you will need your passport by.

DATE: _____

Purpose of Travel : please be as detailed as possible (3 to 4 sentences)

Contact (i.e. Secretary or Assistant):

PERSON NAME _____

PHONE NUMBER _____

FAX NUMBER _____

This portion should only be filled out if you have been informed that there is a payment for the visa. Generally this applies to those who are using a personal passport or you are a using a passport from another country that is not USA. Payment must be made at the time of submission.

Personal Check or Money Order \$ _____ (Payable to Generations Visa Service.)

CREDIT CARDS:

Visa or Master Card # _____ Expires _____

Card Holders Name _____ Amount \$ _____

Address where bill statement is sent:

Card Holder's Signature (Required) _____

DATE OF SUBMISSION TO FIC: _____